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SECURITY INFORMATION

15 October 1953

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MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Report #41
Assessment and Evaluation Staff
7-13 October 1953I. NEW ACTIVITIES1. Office of the Chief

a. New procedures have been worked out and are being instituted to further integrate and systematize the procedures of the various testing programs. Particular emphasis is being placed on making the results more readily available for use in such programs as Training Evaluation. One of the greatest difficulties in working out these problems is the enormous amount of clerical work involved.

2. Assessment Branch

a. Assessment cases scheduled for the week	1
b. Assessments performed	1
c. Assessment cases written	4
d. Assessment cases to be written	1
e. Professional trainee (JOT) tests administered	2
f. Language tests administered	6
g. Cases scheduled for the future:	
Assessment	9
JOT	0
Language	2
h. Pre-training and EOD test batteries administered . . .	7

3. Training Evaluation Branch

a. A conference was held with members of the NEA Division and appropriate training liaison officers concerning an individual who has just completed Phase II. In this instance, the problems revealed by the training evaluation and by the EOD testing battery were confirmed by the experience of the supervisor. The individual concerned is now considered definitely unsuited for his projected assignment, and an effort to place him in a more suitable assignment is being made by the supervisor.

b. Work with the joint committees of BIC(I) and A & E staffs has been initiated. These committees are concerned with two phases of training evaluation: first, improvement in measuring what the student learned in the course and his expressive skills; and second, with the possibility of developing a more systematic means of measuring attitude and personality characteristics.

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c. Training evaluation reports for the following courses were disseminated during the week. The number of reports distributed is shown opposite the name of each course, and the number of memoranda written is indicated. These memoranda are sent with outstanding or unusual cases which have warranted some interpretation of the individual's performance in terms of his EOD scores and other data.

BIC(I) #12	49	(Six memoranda)
Clerical Training . . .	34	
Phase II, #3	72	(Five memoranda)

4. Research and Validation Branch

a. ~~Foreign language aptitude program~~: During the past month, in cooperation with the Language Division, procedures have been initiated which will permit evaluation of the current program of language aptitude testing. It is anticipated these studies will be complete by the end of the fiscal year. To further improve the program, an unclassified contract has been arranged with [redacted] University, for the purpose of developing and validating tests of language aptitude. [redacted] will do his work with university students in programs where the emphasis is on spoken rather than written aspects of the language. [redacted] result will be available by the end of the fiscal year. On the basis of this contract and the in-service program, it is hoped that an appreciable improvement can be made in the prediction of success or failure in learning foreign languages.

II. OLD ACTIVITIES

1. Office of the Chief

a. Work continues on a procedure for obtaining evaluations from supervisors near the end of the provisional period. Meetings of the Personnel Selection Panel have been postponed to permit preparation of the rating forms. It is anticipated that these will be ready within the next week.

2. Training Evaluation

a. Comments on the proposed OTR regulation on training evaluation have been received. Revision of the regulation is being undertaken in the light of these comments.

[redacted]

Chief

Assessment and Evaluation Staff

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